

U. S. BANKRUPTCY COURT  
EASTERN DISTRICT OF MICHIGAN

# Career Opportunity Financial Controls Specialist

Classification Level 28

**Announcement Number: 09-04**

**Closing Date: July 10, 2009 at  
5PM EST**

**Location: Detroit, Michigan**

**Starting Salary: \$58,695-\$73,374**  
Maximum for this level is \$95,392

Starting salary is based on previous work  
experience, qualifications, and funding.



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**MIEBJobs@mieb.uscourts.gov**

**OVERVIEW:** Responsibilities of the financial controls specialist include: maintaining, reconciling and analyzing accounting records consisting of a cash receipts journal, registry funds and deposit funds, as well as subsidiary ledgers for allotments and other financial records; conducting local internal control and quality assurance reviews of business processes; ensuring conformity with national regulations, policies, standards and laws; generating compliance reports of administrative operations for senior management; calculating statistical data on court caseload; and, preparing/transmitting monthly reports. The incumbent reports to the Administrative Manager.

**EXPERIENCE REQUIRED:** To qualify for this position, the applicant must have:

A) at least two years of progressively responsible and specialized work experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of the rules, regulations, and terminology of financial administration. One of the two years required must be at or equivalent to the Federal Government grade level of GS/JSP 11 or CL27 under the Court Personnel System.

**OR**

B) a master's degree or two years of full time graduate study at an accredited university in a field closely related to financial management.

Previous financial or accounting work experience in a federal court environment is desirable.

**CONDITIONS OF EMPLOYMENT:** The position of financial controls specialist is classified as "high sensitive." Employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on these investigation results. Applicants must be US citizens or be eligible to work in the United States. Employees of the Federal Judiciary are hired as "excepted service" appointments.

**TO APPLY:** Please download an employment application from the court's website at [www.mieb.uscourts.gov](http://www.mieb.uscourts.gov) (Home Page > General Info > Employment Opportunities). Submit your completed application via e-mail on or before the closing date to **MIEBJobs@mieb.uscourts.gov**. Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.

**An Equal Opportunity / EDR Employer**  
*All appointments subject to mandatory electronic funds transfer*